

## **Introductory remarks regarding the confirmation of employment by the host institution (template on the following page)**

Spark applicants must be employed at an eligible Swiss research institution with the necessary infrastructure pursuant to Articles 4 and 5 of the [Research and Innovation Promotion Act \(RIPA\)](#) (hereinafter “host institution”) at least for the duration of the project or have a written confirmation of such an employment in the event of a positive funding decision. If the applicant requests (part of) his/her own salary, the employment situation must be described in this confirmation.

An employment confirmation must be submitted in the following cases:

- If the applicant is currently not employed at the host institution.
- If the employment of the applicant at the host institution does not cover the whole project duration.
- If the applicant requests (part of) his/her own salary to be covered by the Spark grant.

The confirmation must be signed by the head of the institute/department or by a representative of the grants office.

If the applicant is already employed by the host institution for the whole project duration and does not request (part of) his/her own salary to be covered by the Spark grant, no confirmation is necessary.

## Confirmation of employment by the host institution

The **[name research institution/department]** confirms that it will:

- employ the applicant **[name applicant]** for the duration of the Spark project entitled **[project title]**, should the grant be awarded
  - Level of employment at the anticipated start of the planned Spark project: [%]
  - Percentage of the salary covered by the institution: [0-100%]
  - Percentage of the salary covered by the Spark grant: [0-100%]
- integrate the applicant in the research institution and provide the necessary working space.
- support the applicant in the management of their team and provide administrative assistance to the applicant.
- provide research support to the applicant and their team members throughout the duration of the project, in particular regarding access rights to infrastructure, equipment and other services necessary for conducting the research [please specify if required].
- guarantee the necessary scientific independence of the applicant, in particular with regards to the:
  - realisation of the project under the scientific guidance of the applicant;
  - selection and supervision of team members;
  - use of the budget to achieve the scientific objectives of the project;
  - authority to publish as senior author and to invite as co-authors only those who have contributed substantially to the reported work.
  - [Further comments if required]

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[Name, date, signature of the head of the institute/department or of a representative of the grants office]